

Notice to OTR Supervisors

REORIENTATION IN SUPERVISORY RESPONSIBILITIES

The reorientation for supervisors which you are scheduled to attend this Friday, 10 April, will begin promptly at 0900 hours. Please be seated by 0855.

The program will be opened by Mr. McCone. Other speakers will be Colonel White, Mr. Echols, Mr. Bannerman, Mr. Fuchs, and Dr. Tietjen. The program will close with a panel of the last four speakers chaired by Mr. Kirkpatrick.

When you enter the auditorium you will receive a program, a registration card which should be filled out and turned in at the door at the end of the program, and a blank card which may be used to present questions to the panel and should be handed to an usher or to during the day. STATINTL

There will be a break from 1200 to 1300 hours for lunch and the program will end at 1615 hours.

Paychecks for those attending this program will be sent to Langley and may be picked up in Room 1D-1617 during the lunch break. If you do not wish to have your check sent to Langley, please call Harriet on extension 3182 and ask her to keep it at Broyhill.

For those who have indicated they want bus transportation to Langley: The shuttle bus will leave the Broyhill Building at 0820 Friday morning; it will leave Langley for Broyhill immediately after the end of the program.